

Total No. of pages in tender document: 23 pages

TENDER FORM

For

**SERVICES ON ACTIVITY BASIS FOR S.N.K.A.H . POLYTECHNIC,
MADAKASIRA, ANANTHAPUR UNDER
SRI VENKATESWARA VETERINARY UNIVERSITY IN ANDHRA PRADESH**



College of Veterinary Science
SRI VENKATESWARA VETERINARY UNIVERSITY
PRODDATUR– 516360,YSR KADAPA Dist.

**SRI VENKATESWARA VETERINARY UNIVERSITY
COLLEGE OF VETERINARY SCIENCE, PRODDATUR**

e-PROCUREMENT NOTICE

Tender Notice No. 1607 /A/J4 /2019

Date: 08.07.2019

E- Procurement tenders are invited from the agencies for providing work contract / services for S.N.K.A.H. Polytechnic, Madakasira, Ananthapur i.e one (1) Cook and Eight (8) workers on activity basis for hostels and other works, under Sri Venkateswara Veterinary University, Tirupati in the state of Andhra Pradesh.

Details are as follows:-

1)	Tender document online opening date	09.07.2019 ,10.00AM
2)	Tender document online closing date	23.07.2019, 5.00 PM
3)	Bid- Submission Online closing date	23.07.2019, 5.30 PM
4)	Submission of all the uploaded documents (Hard Copies) at the College of Veterinary Science, Proddatur	24.07.2019, 5.00 PM
5)	Bid online opening date at the College of Veterinary Science, Proddatur	25.07.2019, 4PM

- Bidders shall have APTS Registration (for details log on to www.apts.gov.in)
- For details visit www.apecurement.gov.in

For any clarification, please contact:

CONTACT: +91-9989368361

Sd/- Associate Dean

College of Veterinary Science

Proddatur

College of Veterinary Science, Proddatur
SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI
NOTICE INVITING TENDER (Online tender)

- | | | |
|-----|--|--|
| 1. | Name of the department | Sri Venkateswara Veterinary University,
TIRUPATI |
| 2. | Circle/Division | College of Veterinary Science, Proddatur |
| 3. | FILE / NIT Number | Memo.No.4828/Lab/2009 Dt.14.08.2018 of the Registrar, SVVU, Tirupati |
| 4. | Tender Subject | Providing certain services on activity basis S.N.K.A.H.Polytechnic, Madakasira, Ananthapur District i.e one(1) Cook and Eight (8) workers on activity basis for hostels and other works under Sri Venkateswara Veterinary University in Andhra Pradesh (as per Annexure III) |
| 5. | Period of Contract | One (01) year from the date of execution of the agreement |
| 6. | Form of Contract | Providing work contract of services asper the requirement i.e one(1) Cook and Eight (8) workers on activity basis for hostels and other works under Sri Venkateswara Veterinary University in Andhra Pradesh |
| 7. | Tender Type | Open |
| 8. | Tender Category | Providing work contract services (1Cook+ 8 Workers) |
| 9. | EMD Amount (INR) | 1% of the bid value subjected to a minimum of Rs.11,000 (which ever is higher) |
| 10. | EMD payable: | 1) Demand Draft drawn in any Nationalized Bank payable at Proddatur in favour of Administrative Officer, College of Veterinary Science, Proddatur
2) Online payment through AP e procurement portal. |
| 11. | Bid validity period | Six months |
| 12. | Bid Document Downloading Start Date & time | 09.07.2019 ,10.00AM |
| 13. | Bid Document Downloading End Date & time | 23.07.2019 ,5.00 PM |
| 14. | Last Date & Time for uploading and | 24.07.2010 ,5.00 PM |

submission of hard copies

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|-----|--|--|
| 15. | Technical Bid Opening Date and Time
(Qualification and Eligibility Stage) | 25.07.2019, 4.00 PM |
| 16. | Price Bid Opening Date and Time | After processing of technical bid |
| 17. | Place of Tender Opening | College of Veterinary Science, Proddatur |
| 18. | Tender Inviting / Opening Authority | The Associate Dean, College of Veterinary Science,
Proddatur, YSR district |
| 19. | Address/E-mail id | adcvsdpdtr@gmail.com |
| 20. | Contact Details/Telephone, Fax: | +91-99989368361 |
| 21. | MANDATORY DOCUMENTS TO
BE UPLOADED : | <ol style="list-style-type: none">1. Earnest Money Deposit in the form of D.D., in favour of Administrative Officer, College of Veterinary Science, Proddatur, YSR district or proof for Online payment through AP e PROCUREMENT portal.2. Attested copy of valid Labour Registration Certificate under Shops and Establishment Act in Andhra Pradesh3. Attested copy of EPF Registration Certificate4. Attested copy of ESI Registration Certificate5. Attested copy of PAN Card of the Firm / Bidder/Individual6. Agency should have Man Power supply with an average turnover of not less than 50 Lakhs during the last three (03) financial years i.e., 2016-17 , 2017-18 and 2018-19. A certificate from the Chartered Accountant certifying to this effect should be produced.7. Balance sheet, Profit & loss account for the last three Financial Years i.e., 2016-17 , 2017-18 and 2018-19 duly certified by C.A., along with I.T., returns.8. Proof of valid empanelment with District Collector / District Employment Officer |

9. Proof of minimum 5 (FIVE) years experience in supply of manower outsourcing to institutions or organizations and proof of experience must be uploaded.

10. NOTARIZED Affidavit on Rs.100/- on Non-judicial stamp paper stating that:

a) The firm/bidder is not presently blacklisted / debarred / convicted by any Organization.

b) No case is pending against the firm /bidder with regard to Vigilance / CBI /FEMA.

11. Letter of appreciation for providing Man Power at least from two reputed Institutions.

12. Declaration on firm's letter head as mentioned in Annexure – II

IMPORTANT NOTE :

1) At the time of opening of the technical bid, if any mandatory document is not found on the e-procurement platform, **The Bid Will be Rejected.**

2) Original documents of EMD, affidavit and declaration, self attested copies of all other uploaded documents shall be delivered to the following address either by post or in person on or before opening date and time of the technical bid. **Otherwise, the tender will be rejected.**

- 22.
- a) Registration with e-procurement platform
 - b) Digital certificate authentication
 - c) Procedure for bid submission
 - d) Transaction fee
 - e) Corpus fund etc.

The participating bidders are requested to refer the website of e-procurement for all the information about the e-tender.

<https://tender.apecurement.org.in>

The College of Veterinary Science, Proddatur CANNOT BE HELD RESPONSIBLE FOR THE FOLLOWING :

- 1)Any loss (or) delay of the documents in transit or upload.
- 2)Any problem arising while uploading the documents through e-procurement platform.
- 3)Any other problem(s) encountered by the bidders while uploading their bids.

CHECK LIST

(ALL THE FOLLOWING DOCUMENTS SHALL BE DELIVERED EITHER BY POST OR IN PERSON ON OR BEFORE THE DATE AND TIME OF THE TECHNICAL BID OPENING OTHERWISE THE TENDER WILL BE REJECTED)

1.	Earnest Money Deposit in the form of D.D., in favour of Administrative Officer, College of Veterinary Science, Proddatur or receipt of Online payment through AP e –procurement portal.	
2.	Attested copy of valid Labour Registrtrtion Certificate under Shops and Establishment Act in Andhra Pradesh	
3.	Proof of valid empanelment with District Collector / District Employment Officer	
4.	Attested copy of EPF Registration Certificate	
5.	Attested copy of ESI Registration Certificate	
6	Attested copy of PAN Card of the Firm / Bidder	
7	GST Registration	
8	A certificate from the Chartered Accountant certifying that the agency is having average turnover of not less than Rs. 50 lakh during the last three (03) financial years i.e., 2016-17, 2017-18 and 2018-19	
9	Balance sheet, Profit & loss account for the last three Fin. Years i.e., , 2016-17, 2017-18 and 2018-19 duly certified by C.A., along with I.T., returns.	
10	Proof of minimum 5 (Five) years experience in supply of Man Power outsourcing to institutions or organizations and proof of experience must be uploaded.	
11.	NOTARIZED Affidavit on Rs.100/- on Non-judicialstamp paper stating that: a) The firm/bidder is not presentlyblacklisted / debarred / convicted by anyOrganization. b) No case is pending against the firm /bidder with regard to Vigilance / CBI /FEMA.	

12.	Letter of appreciation for providing manpower atleast from two reputed Institutions	
13.	Declaration on firm's letter head as mentioned in Annexure – II	
14	Proof of partnership (if applicable)	
15	Proof of company (if applicable)	

SALIENT POINTS TO BE NOTED:

- 1) As this tender contract is for S.N.K.A.H.Polytechnic, Madakasira, Ananthapur of Sri Venkateswara Veterinary University, Tirupati for providing manpower, the registered office of the manpower service provider should be located within the state of Andhra Pradesh.
- 2) The bidder should not submit any kind of financial details (commission) in the hard copies to be submitted to SVVU., i.e., in the Technical Bid Cover / HardCopy Cover. If found in any cover, it will be invalid and the cover will not be opened at any cost. The commission quoted in the financial bid of e-procurement platform will only be taken into consideration.
- 3) The bidders are advised to go through each and every line of tender document carefully.
- 4) In case of Partnership Firm, the following documents should be enclosed :
 - a) A copy of Deed of Partnership
 - b) A copy of list of partners with names and addresses
 - c) Only Managing Partner has to sign the documents and represent the company for any discussions.
- 5) In case of a Company, the following documents should be enclosed :
 - a) A copy of Memorandum of Understanding
 - b) Articles of Association
- 6) In case of Proprietorship, the owner of the company has to sign in all the documents and represent the company for any discussions.
- 7) Off-line submission of tender document will not be considered as this is on-line tender.
- 8) Participating bidders are required to specify the COMMISSION on percentage basis only. The commission charges quoted shall be minimum of 3%.
- 9) The Bidder should follow all the rules as per the Labour act regarding registration, attendance register, records maintenance and leaves etc.
- 10) If two or more bidders attained the same rank in the price comparison, the experience of the bidders in this field and the track record of the bidder etc., will be taken into consideration for issuing of "Award of Contract". A previous satisfactory performance in SVVU if it is available will be considered in such circumstances. Decision of the indenter is final in this regard.

- 11) The bidder should have their own bank account in the name of the company/organization/firm.
- 12) Average turnover of the firm during the last three consecutive financial years should be not less than Rs. 50 lakh.

TECHNICAL BID

1. Name and address of the Individual / Agency/ Firm :
2. No. and date certificate of Labour registration of the Individual / Agency / Firm under Shops and Establishment Act (Proof to be enclosed) :
3. A) Address of the registration issuing authority :
B) District in which the agency is listed with District Collector/ District Employment Officer: (Proof to be enclosed)
4. Period of validity of the Labour Registration. :
5. Whether the Registration is valid for nature of operations specified for outsourcing system. :
6. Whether the Individual / Agency/ Firm was convicted for any offence within the preceding 5 years. If so give details :
7. Whether there is any order against the Contractor revoking or suspending License or forfeiting security deposits in respect of any earlier contract. If so the date of such order of incidence. Give details. :
8. Details of past Experience:
 - a) Name and address of establishment (Principal employer) previously attended :
 - b) Nature of operations carried out in the said establishment :
 - c) Maximum number of operations performed whether there are any disputes in previous contracts. :
9. Conditions of contract
 - a) Do you agree to abide by all the conditions of the present Contract for which you have sent Tender. :
 - b) Do you wish to have any special conditions for this Contract? Give details. Attach additional sheet if required (with signature) :

10. EPF Registration Number/Code number

on the name of the firm /Individual

(Attested copies are to be enclosed):

11. ESI Registration Number/Code number

on the name of the firm /Individual

(Attested copies are to be enclosed) :

12. PAN/ TAN on the name of the firm /Individual

(Attested copies are to be enclosed):

13. GST registration Number (If applicable) :

14. Average turn over during 2015-16 , 2016-17 and 2017-18 :

15. Length of Experience:

16. Notarized Affidavit:

17. Proof of valid empanelment with District Collector / District Employment Officer

PLACE ::

DATE::

Signature of the bidder with full address

(To be signed by an authorized signatory withfull address of the bidder)

I. EARNEST MONEY DEPOSIT :

- 1) An amount equivalent to 1% of the bid value subjected to a minimum of **Rs.11,000** (which ever is higher) towards Earnest Money Deposit as mentioned under Mandatory Documents shall be paid by way of Demand Draft drawn in favour of “The Administrative officer, College of Veterinary Science, Proddatur”, payable at Proddatur drawn on any Nationalized bank and the original DD., should be submitted on or before opening the financial bid.
- 2) The E.M.D. will be returned to the unsuccessful Bidder on the date of finalization of the Tender without interest. The EMD amount will be returned to the successful Bidder after submission of the Security Deposit without interest.

II. SECURITY DEPOSIT :

- 1) Successful Bidder shall be required to pay a Security Deposit of 2% of annual contractual amount with a minimum of **Rs.25,000/-** (which ever is higher) by way of Demand Draft drawn in favour of respective heads of the establishments as mentioned in Annexure III payable at places of the establishments. The security deposit amount will be returned only after the expiry of one (01) year tenure or after extended period without interest, subject to penalties/deductions.
- 2) If the successful bidder fails to pay the security deposit and to execute the agreement within the period of 14 days from the date of “Award of Contract”, such failure will constitute a breach of terms and conditions of the tender and the bidder will forfeit the EMD., in addition to recovery of the loss sustained by the Institute.
- 3) The bidder will forfeit the Security Deposit for any non-performance of the tender as defined in the tender conditions during the tender period.

III. TERMS & CONDITIONS :

- 1) Tenders, which are not in accordance with the stipulations mentioned, are liable for rejection. Offer with insufficient information and which do not strictly comply with the stipulations given above, are liable to be rejected. Any bidder not accepting the conditions mentioned under or providing wrong information will be summarily rejected.
- 2) The wages shall be the wages as per minimum wages act 1948, and wages of contract labour notified under rule 25(v)(b) of the AP contract labour (R&A) rules, 1971 vide GO Ms No.11, LET &F (LabII) Dept., dated 17.01.2012 published in Gazette No. 170, dated

19.03.2012 with VDA points notified time to time by the Labour department, Govt. of Andhra Pradesh as indicated in Price bid.

- 3) The bidder should supply 9 workers (Cook -1 and Workers-8).
- 4) The tender inviting authority reserves the right either to reject any or all tenders without assigning any reason.
- 5) The statement showing type & number of workers required is only tentative and is subject to change based on requirements.
- 6) The selection of Agency/Contractor will be done by the Tender Inviting Authority based on recommendations of a committee appointed by the College of Veterinary Science, Proddatur and based on the requirements of the establishments under SVVU, Tirupati and will be binding on the bidder. In this regard the decision of the committee shall be final.
- 7) The bidder is not eligible for any requests for revision of commission quoted in the price bid and such requests for revision by the bidder shall not be entertained during the entire contract period.
- 8) Inclusion of Penal clauses by the bidder whatsoever like payment of interest on late payment of bills etc., in the bid are not acceptable and will disqualify the bidder.
- 9) The Signatory of the bidder should produce documentary evidence that empowers him to do so, if called upon at any time during the contract period. In case of change in the Authorized signatory it is binding on the bidder to inform the changes to the heads of respective establishments under SVVU, Tirupati.
- 10) The outsourced personnel will be governed by the work & discipline as defined by the establishments under SVVU, Tirupati as mentioned in Annexure III and the supplier should ensure this.
- 11) Date of opening of price bid given in the e-tender platform is a tentative date and is likely to change.
- 12) The T.D.S will be deducted as per Income Tax Act 1961.
- 13) In the event of any dispute arising out of the contract, it will be settled through mutual discussions and consensus failing which through arbitration as per Arbitration & Conciliation Amendment Act 2005, failing which through court of law within

jurisdiction of Tirupati. ALL THE LAWS OF THE LAND WILL APPLY. In the event of any disputed arising in connection with this contract, the same shall be refer to the Sole Arbitration of the Registrar ,SVVU or some other persons appointed by him. The award of the Arbitrator shall be final and binding on the parties to the contract.

- 14) The contract period will be for **ONE YEAR** from the date of execution of the agreement by the successful bidder. However, it is renewable every year on annual basis not exceeding 3 years in all, based on the performance of the supplier and subject to the need & justification and satisfaction of the SVVU.
- 15) The workers should work under the direct control of the concerned Warden where they are ordered to work and there is no guarantee for any job to any of the worker supplied by the bidder in any of the Institutions under SVVU, Tirupati or continuation of contract after agreed period.
- 16) Involvement in prohibitory activities by the workers supplied is desisted and would be dealt strictly by taking penal action as per SVVU regulations.
- 17) There should be no discrimination on payment of wages in respect of male and female workers if the nature of the work is the same.
- 18) Canvassing for allotment of Contract in any manner would lead to rejection of their tender and black listing. They will not be entitled for further participation in the SVVU Tenders.
- 19) The EPF link-up should be transferable to the new bidder either after completion of the contract or in the event of premature termination.
- 20) The Tender Inviting Authority has got every right to cancel / discontinue the contract at any time before the date of expiry without assigning any reasons, if the services of the contract are not found satisfactorily.
- 21) The bidders having criminal / bad track record (or) the persons whose earlier contract was cancelled will summarily be rejected.
- 22) The bidder having any relatives or owners or partners working in SVVU at any place cannot submit tenders.
- 23) The institutions hiring workers have every right to rotate any worker to any place within the institution in the best interest of the organization. In this regard, the decision of the

head of the institute is final. The workers to be deployed by the supplier to the establishments under SVVU, Tirupati cannot seek as a matter of right as to the place of employment.

- 24) The establishments under SVVU, Tirupati reserves the right to add / delete / change / modify any or all the conditions mentioned in the tender document before the proper closure of tender and the said addition / deletion / changes / modifications can be incorporated in the agreement to be entered into with the bidder irrespective of tender conditions mentioned in the notice inviting tender or in the tender document or the same can be incorporated in a form of codicil as the case may be and the same will be binding on the bidder without any recourse.
- 25) The establishments under SVVU, Tirupati will not be making any over time payment to the staff supplied by the bidder. The Institutions are at liberty to terminate the services of any of the workers supplied by the bidder, if there is no sufficient work in the Institute.
- 26) The establishments under SVVU, Tirupati will not in any manner be responsible for any act, omission or commission of the workers engaged by the bidder and no claim in this respect will lie against the establishments under SVVU, Tirupati. If any such claim is made against any of the Institutions by any worker or his heirs engaged / employed by the bidder, which the Institutions are obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the bidder working at the premises of any of the Institution or otherwise, the bidder will be liable to identify / reimburse to the respective Institution all the money paid in addition to the expenses incurred by him/her.
- 27) The establishments under SVVU, Tirupati shall not provide accommodation, food and Transportation to the workers deployed.
- 28) The establishments under SVVU, Tirupati shall not provide uniform to the workers and it is the responsibility of the bidder to provide proper uniform as directed by the Tender Inviting Authority from time to time and the Institutions shall not reimburse any amount towards cost of providing uniform to workers of services on activity basis.

29) The establishments under SVVU, Tirupati reserves the right to charge penalty depending on severity (or) value of the damage as decided by the Tender Inviting Authority or withhold the payment for any unsatisfactory supply of workers by the bidder without prejudice to its other rights.

30) No conditional Tender will be accepted.

31) The Contractor should maintain register of wages (Form 10) in following format and make it available for verification by the University.

1. Name of Establishment
2. Place
3. Designation / Nature of work
4. Wages period from _____ to _____
5. Name of the Worker / Employee
6. Father's / Husband's Name
7. Minimum rate of wages payable
8. Rates of wages actually paid
9. Total Attendance
10. Gross wages payable
11. Deduction towards employee contribution of E.P.F
12. Deduction towards employee contribution of E.S.I
13. Total Deductions
14. Wages paid
15. Employers contribution to EPF
16. Employers contribution to ESI
17. Signature or thumb impression of the Employee.

32) The Contractor should issue wages slips (Form 11) in following format to workers and produce an additional copy of same to University.

1. Name of Establishment
2. Place
3. Designation / Nature of work
4. Wages period from _____ to _____
5. Name of the Worker / Employee
6. Father's / Husband's Name
7. Minimum rate of wages payable
8. Rates of wages actually paid
9. Total Attendance
10. Gross wages payable
11. Deduction towards employee contribution of E.P.F
12. Deduction towards employee contribution of E.S.I
13. Total Deductions
14. Wages paid

15. Employers contribution to EPF
 16. Employers contribution to ESI
 17. Signature or thumb impression of the Employer
- 33) To arrive at daily wages monthly wages shall be divided by 26. The daily wages so calculated is inclusive of weekly holiday wages.
- 34) The Contractor/Individual/ Firm shall not transfer or Assign the said work to Sub-contractors or any other party.

IV.OBLIGATIONS ON THE PART OF BIDDER/SUPPLIER :

- 1) The successful bidder should execute an agreement with the respective establishments under SVVU, Tirupati on Rs. 100/- non-judicial stamp paper agreeing to all the conditions of the tender document. If the successful bidder fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by C.V.Sc, Proddatur or he is unable to undertake the contract due to any other reason, the award of contract will be cancelled and his E.M.D shall be withheld and he will also be liable for all damages sustained by the establishments under SVVU, Tirupati.
- 2) The bidder has to comply with all the terms and conditions of the tender document and with any order issued there under then, in case of failure to comply, the establishments under SVVU, Tirupati shall without prejudice to any other right or remedies under this contract be entitled to cancel the contract by giving a time notice in writing to the bidder without being liable to pay any compensation for such cancellation.
- 3) The bidders who are black listed elsewhere, but not revealed in the tender process or given any other wrong declaration and if it is found at a later date will be disqualified besides forfeiture of EMD / Security Deposit.
- 4) The supplier will be responsible for staff compensation, employment liability and insurance for the candidates during assignment. The supplier may also maintain comprehensive general liability insurance including contractual liability coverage adequate to cover the indemnity of obligation against all damages, cost and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of its staff.

- 5) In the case of failure by the bidder to provide the workers within the period specified, the Tender Inviting Authority shall have the powers to reject such contract and to engage any other firm and excess of cost so incurred by the institutions under SVVU over the contract price together with all charges and expenses attached to the provision of service shall be recoverable from the supplier.
- 6) The supplier has to furnish list of workers with names, age, address, cell number etc. engaged by him. In case of any accident or any injury sustained by any workmen engaged in the performance of the work relating to the contract, all expenditure shall be borne by the bidder only and the Institutes under SVVU will not undertake any responsibility on this.
- 7) The successful supplier shall pay the monthly salaries to the contract workers regularly and credit into Bank account of the individuals and furnish documentary evidence i.e., Bank Schedule acknowledged by the banker to the head of the establishment every month.
- 8) Individual Pay Slips showing the details of gross wage, statutory deductions and net wage should be issued by the supplier to all the workers every month.
- 9) The supplier should maintain all the registers / records perfectly and produce those records for inspection of the establishment as and when demanded, (or) for inspection of Officers / other Enforcement Authorities.
- 10) The supplier shall be liable for payment of wages to the workers engaged by him and the establishment shall not be responsible for the grievances with respect to wages of workers engaged by the bidder.
- 11) The supplier shall be liable to pay the following contributions / charges in respect of the daily wage workers engaged by him. The bidder has to pay the following contributions as per statutory rules of the Government from time to time.
 - a) Employer's share of Provident Fund
 - b) ESI employers share
 - c) While TDS shall be done by DDO
- 12) The supplier is obligatory to recover the worker's share of Provident Fund from the wages payable to them from time to time, and to pay the same along with the employer's

share of contribution, to the Provident Fund authorities and furnish receipts to the establishment.

- 13) The supplier shall be absolutely responsible and liable for any personal injuries or death and or property damage or losses suffered to the Institutes due to negligence of the contract personnel in their performance of the services required under the Agreement. The institutes shall not be liable to offer legal services for the offences if any, committed by any staff of the supplier to whom the contract is given.
- 14) The bidder should have local office in the near by places of the Institutes to ensure satisfactory fulfillment of contractual obligations.
- 15) The supplier should be responsible for preventing the workers in participating in the trade union activities or allied activities in any manner either directly or indirectly.
- 16) The supplier shall be responsible for the attendance of his staff in the Department. In case, any staff of the supplier remains absent or granted leave by them, they will send / arrange his / her substitute.
- 17) The contract of supply awarded should be executed by the successful bidder only and letting of sub-contract of supply is not allowed and will attract punishment including termination of contract, forfeit the EMD, Security Deposit and payment of loss incurred to the establishments under SVVU, Tirupati due to termination of contract.
- 18) The supplier shall at all times indemnify the establishments under SVVU, Tirupati, against all claims, which may arise in respect of supply of workers etc., not conforming to the requirements and damage.

V. DISCLOSURE OF INFORMATION:

The supplier has to abide that all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of head of the establishment.

VI. PAYMENT OF REMUNERATION:

The contractor shall release payment of salaries to the outsourcing workerson 1st of every month by way of remittance through bank without deducting any commission (other than statutory) and thereafter shall place the claim on or before 20th of every month.No waiting for the claims and subsequent release of payment will be entertained.IT SHOULD BE ON FIRST PAY AND NEXT CLAIM BASIS.

VII. DOCUMENTS TO BE PRODUCED ALONG WITH CLAIM BY THE SUPPLIER FOR WAGES:

- 1) Monthly bill should be from 1st to end of the month.
- 2) Monthly wages bill submitted by the supplier will be released duly auditing the same.
- 3) Documentary evidence i.e., Bank Schedule acknowledged by the banker that wages were paid to workers through their Bank Accounts.
- 4) E.S.I. payment challan of the previous month supported by a statement showing the ESI amounts of the workers along with ECR where the establishments under SVVU, Tirupati haspaid the employer contribution of ESI.
- 5) E.P.F. payment challan of previous month supported by a statement showing the EPF amounts of the workers along with ECR where where the establishments under SVVU, Tirupati has paid the employer & employee contribution of EPF.
- 6) All Polytechnics will come under category of Higher Secondary School, therefore the payment of GST is exempted as per central Government order.
- 7) Attendance particulars along with acquittance of the wages paid.
- 8) Statement showing the EPF and ESI contributions of the workers.The above documents required are not exhaustive and it is to be specifically noted that without the above documents, the bills of the supplier shall not be processed by the repsective institutions.

VIII. STATUTORY CLAUSES :

- 1) During the period of the contract, the prevailing TDS as applicable from time to time will be deducted from the gross payment of each bill of the contract and it cannot be refunded by SVVU.

- 2) The valid License under section 12(1) of the contract Labour (Regulation and Abolition) Act 1971 shall cover the entire period of contract. It is the responsibility of the supplier to renew his license and produce the same to the authorities of the respective institutions for the contractual period with them; in other words, he should have valid labour license for the entire period of contract and produce it to the establishments under SVVU, Tirupati, duly making renewals whenever required.
- 3) Taxes if any to be paid to the Government of Andhra Pradesh are to be borne by the supplier only.
- 4) All the statutory payments shall be paid by the supplier to the concerned Govt., departments within the stipulated time. If not paid within the time, the tender inviting authority will take appropriate action on the supplier.

IX. TERMINATION OF CONTRACT :

The terminations for failing to fulfill any of the terms and conditions of this contract are as below:

In case the successful Bidder backs out after releasing the "Award of Contract" or fails to comply with the terms and conditions within the period, the bidder will be liable to make the loss sustained by the Institute in addition to the penalty as under:-

- 1) The Tender Inviting Authority shall be entitled to approve any other bidder without notice to the bidder and to recover the extra cost thus involved from the bidder.
- 2) To cancel the contract or portion thereof.
- 3) To forfeit the EMD and / or Security Deposit to the extent of the loss incurred by the Institute, in the event of action being taken as above and if it falls short, the Tender Inviting Authority shall be at liberty to take action against the Bidder or by instituting a Civil Suit. In this regard, the bidder shall not be entitled to any gain.
- 4) Any under payment or indulgence in the financial lapse shall result in termination of contract without any notice whatsoever.

Sd/-Associate Dean
College of Veterinary Science
Proddatur

ANNEXURE - II

DECLARATION TO BE UPLOADED IN THE e-PROCUREMENT PLATFORM (ON INDIVIDUAL/AGENCY /FIRM'S LETTER HEAD)&ORIGINAL HARD COPY TO BE SUBMITTED ALONG WITH EMD (ON INDIVIDUAL/AGENCY FIRM'S LETTER HEAD)

Name of the Bidder :

Address of the Bidder :

(To be filled in by the Bidder)

I/ We read all the terms & conditions of this tender and hereby agree to abide by all the terms and conditions of the tender.I/ We do hereby agree that I / We shall keep my / our offer open for a period of six months from the date of opening of the tender.I/ We shall abide by and give my / our acceptance to all the terms and conditions mentioned in this tender document and which are mentioned in the “Award of Contract”and shall execute an agreement in the prescribed form, in the event of my / our offer being accepted by the establishments under SVVU, Tirupati.

Yours faithfully,

Signature of the bidder with full address

(To be signed by an authorized signatory with full address of the bidder & seal)

ANNEXURE – III

REQUIREMENT AT SNK ANIMAL HUSBANDRY POLYTECHNIC

MADAKASIRA

Sl. No.	Particulars	No. of Persons required	Skill level	Minimum wages
1)	Cook (Skilled)	1 Cook	Skilled cook	<ul style="list-style-type: none">• For cook Rs.7850+ VDA as applicable from time to time
2)	Unskilled workers	8 No. (workers-8)	Unskilled	<ul style="list-style-type: none">• For Workers Rs.5579 +VDA as applicable from time to time.

PRICE BID

(Not to be enclosed with the technical bid)

Sl.No.	Description	Rate quoted
(1)	(2)	(3)
1.	Minimum wage for unskilled as per the GO Ms 11 dated 17.01.2012 and Circular Lr. No. L1/7846/2016 dated 07.11.2016 issued by the Commissioner of Labour, Labour Department, Govt. of AP@5579+VDA for unskilled worker & @7850+VDA for skilled cook is applicable from time to time). Minimum number of workers required is 9 (Workers-8 & Cook-1).	As per University approved rates time to time (not to be quoted by the contractor)
2.	Add: EPF @ 13% (or as applicable from time to time) on minimum wage	(not to be quoted by the contractor)
3.	Add: ESI @ 4.75% (or as applicable from time to time) on minimum wage only	(not to be quoted by the contractor)
4.	Sub Total (A) 1+2+3	(not to be quoted by the contractor)
5.	Commission Charges (Quoted in percentage only on Sl.No.1)	(To be quoted by the contractor both in Figures and words)
6.	Sub-total (B) 4+5	(not to be quoted by the contractor)

Commission charges quoted should not be less than 3%

IT shall be deducted on 'B' as applicable from time to time).

All the Polytechnics are exempted from payment of GST and hence not to include in the price bid

Place:

Signature

Date:

Seal